



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 26<sup>th</sup> November 2018 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

Present: Councillors Ricci (Chair) Crawford, Arthur, Griffin and the Clerk

No members of the public were present

**18/104: Apologies**

Received from Councillors Heady and Cunningham and from County Councillor Butland.

**18/105: Declarations of Interest**

Councillor Ricci declared a non-pecuniary interest as a member of Braintree District Council and as a member of the planning committee of that authority.

**18/106: To Co-opt new Councillors**

In relation to the two Parish Council vacancies, three people had submitted applications to be co-opted to the Parish Council. Councillors Cunningham and Griffin had met with all three candidates who had been asked a standard set of questions and a report had been submitted to Councillors. It was noted that all three candidates were of a high standard. Councillors considered the application forms and the report including recommendations. Councillor Ricci proposed that the recommendations be accepted and that Graham Butland and Anthony Pritchard be co-opted as Councillors forthwith. This was seconded by Councillor Crawford and **agreed** by all Councillors. It was further **agreed** that the declaration of acceptance of office forms be completed by the next meeting and it was noted that the Clerk will meet with the two new Councillors to provide them with documentation and an induction pack.

**18/107 Public Question Time**

No members of the public were present.

**18/108: Minutes of the Meeting of the Council held on 29<sup>th</sup> October 2018 & progress update**

The minutes of the meeting held on 29<sup>th</sup> October 2018 were **agreed** by Councillors as a correct record and signed by the Chair.

**18/109: Chairman's report**

As Councillor Ricci had only recently been appointed Chairman, he had no report to submit but will be reporting regarding a meeting at Stansted Airport within the relevant agenda item.

## **18/110: Parish Clerk's Report**

The Clerk reported as follows –

1. On 25<sup>th</sup> October I attended the Larger Local Council forum in South Woodham Ferrers. There was an interesting talk from the Police regarding traffic issues and enforcement. As a result, I have posted some information on the Facebook page regarding the 'Extra Eyes' initiative.
2. Braintree District Council is organising a recycling and composting event and as a result of my liaison with the NGCA they are looking to hold an event at the Community Centre next February.
3. The NGCA AGM was held on 12<sup>th</sup> November and Councillor Heady attended on behalf of the Parish Council. I will circulate a report that he will provide.
4. I contacted the County Park regarding their users parking on residential streets and as a result they have requested that the Park Run organisers make an announcement regarding responsible parking at the commencement of their events and also mention the season ticket scheme.
5. On 7<sup>th</sup> November I attended a meeting at Stansted Airport with Councillor Ricci who will be reporting to you within the relevant agenda item.
6. On 8<sup>th</sup> November I attended the annual SLCC training day. There were useful presentations on HR and Finance issues and I was part of the team that facilitated the afternoon networking session.
7. I have liaised further with County Councillor Butland who continues to press Essex County Council to deal with the repair of the pump at underpass.
8. I have circulated the streetlight inspection schedules to all Councillors and await your responses. Councillor Heady has however already raised with me the fact that a long stretch of lights on the spine footpath are not working and I have reported this to Essex County Council and raised it with Councillor Butland.
9. The two new bins have been ordered with an estimated date of delivery of December 2019.
10. Anglian Water have provided sufficient money to purchase one new bin and to cover 50% of the costs of purchase of the Memorial bench.
11. I am continuing to liaise with Essex County Council regarding the design and positioning of the new white gates and hope to have made progress so I can report to you further at the next meeting.
12. On 20<sup>th</sup> November 2018 I attended a further meeting with representatives from Anglian Water, Balfour Beatty and Braintree District Council regarding

the reinstatement of land following the work to upgrade the water mains. It was agreed that the contractors will carry out further verti-drain work and top up the grass seed. There will be a further meeting in June 2019.  
*It was requested that residents are updated via information on Facebook and in the Parish Council magazine.*

13. The litter team have brought to my attention the fact that there are so many vehicles parked in the area at the rear of the public house that on occasion it is not possible for the team to access the bins. I have raised this with the pub landlords but have not managed to reach a solution to the issue.  
*Councillors requested that the situation be monitored.*

14. The following correspondence has been received but in consultation with the Chairman no action to be taken –

- Notification of public sessions before the inspector in relation to Chelmsford City Council’s draft local plan

15. Finally, I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

Issue	First raised
Transfer of land between developers and Braintree District Council – await feedback from BDC following Councillor Butland raising this outstanding matter with the CEO	May 2012
Parish Council application for a ‘warning pedestrians sign on A131 adjacent to Hungry Horse detailed design for traffic management and signalised crossing awaited from Essex County Council in accordance with decisions made by Local Highway Panel	January 2015
Progress from Solicitors regarding acquisition of ‘Mrs Hedges’ and ‘Unity Hand’ sculptures – response currently outstanding from Countryside Properties.	November 2017
Repair of pump for underpass – awaiting Essex County Council	September 2018

The report was otherwise **noted and accepted.**

## **18/111: Financial Report**

### **18/111.1 Bank reconciliation**

The bank reconciliation statement calculated to 31<sup>st</sup> October 2018 was **noted and accepted.**

### **18/111.2 Payments for approval**

The following payments were **approved –**

#### **Direct Debits**

9/11/18	BT phone and internet	75.55
14/11/18	RAC Allstar fuel for van	53.74
<b>Online payments made 23<sup>rd</sup> November 2018</b>		
Salaries		3,462.92
Clerk's expenses		356.44
HMRC	Tax and NI	648.68
Essex Pension Fund	pension contributions	764.34
Seagrave Inspections	Play area inspections	86.40
Marks Tey Radio	PA System for Remembrance Service	204.00
DW Maintenance	Grass cutting of play areas and tidying of Memorial site	144.00
NGCA	room hire	11.00
Gt Northern Fireworks	Wax Torches	200.00

### **18/111.3 To consider grant applications**

Only one grant application had been submitted from the Scout group. Upon considering the application it was noted that the group have a large membership of youngsters from the Parish. Councillor Crawford proposed a grant of £1,000.00 which was seconded by Councillor Griffin and **agreed** by all Councillors.

### **18/112: Substantive matters for discussion**

#### **18/112.1 To receive progress update in relation to upgrade of the RAFT area**

It was noted that the finalised lease had been received from Braintree District Council but there was an error on the plan regarding responsibility for fencing. After liaison with Braintree District Council a new plan has been provided showing just the left-hand boundary as the responsibility of the Parish Council. After considering the documentation it was **agreed** to respond to BDC on the basis that in relation to trees the Parish Council would wish BDC to agree to the Parish Council keeping the trees in their current condition rather than having to go back to the District Council for even the most minor works. Also, that the fence will be kept in its current condition as opposed to a new fence being erected on the left-hand boundary in view of the potential landscaping of the area.

The representative from Groundworks was unable to attend this meeting and there were a number of outstanding queries in relation to the tender documents.

It was requested that she is invited to the January meeting to enable that documentation to be finalised and subject to the agreement of the lease the matter may move forward.

**18/112.2 To consider operational inspection report for play areas**

The quarterly operational report was **noted**. It was further **noted** that in relation to the play areas they are inspected on a weekly basis and records are kept and the litter team visit the area each day often more than once a day in accordance with the rota so it can be evidenced that the Parish Council is using best efforts to keep the play areas clean and tidy.

**18/112.3 To review Parish entries in Braintree District Council's Open Spaces Action Plan**

The current entries for this Parish on the plan were **noted** and it was **agreed** that no amendments are required.

**18/112.4 To receive report regarding devolution of Essex County Council Highway services and to decide whether to participate in the Pilot scheme**

The Clerk had attended a recent presentation event in relation to the proposals to devolve certain maintenance tasks from Essex County Council to Parishes and had provided a report to Councillors. Councillors **agreed** not to participate in the pilot scheme as more information is required before a commitment can be made to the scheme. Councillors stated they would like to obtain some feedback from those councils that do participate in the pilot in order for decisions to be made at a later date as to whether to join the scheme once it is rolled out. The Clerk will also need to obtain information in relation to insurance and the extent of work to be undertaken.

**18/112.5 To consider the draft budget for financial year 2019 – 2020**

The Clerk provided a report and initial draft budget figures. Councillors had no comments. It was requested that the Clerk circulate the paperwork to the Councillors who were not present and new Councillors for comment. The budget figures which will include the tax base will be presented for formal approval at the January meeting.

**18/112.6 To consider issue of fencing at Highclere Road**

Following liaison with the Police the Clerk had obtained a quotation from Braintree District Council as to costs in further securing the area of fencing adjacent to Highclere Road where there had been a traveller incursion in the summer. Having considered the advice of the Police and the various options Councillors **agreed** to request that Braintree District Council install two yellow bollards in front of the fence and a mound behind the remainder of the fencing in that immediate vicinity. It was considered that this would be the most viable option and would remain in keeping with the area. It would still enable access for the grass cutting equipment whilst further securing the area. It was also noted that the locks on the gate had been upgraded by Braintree District Council. Also, to request that Braintree District Council install a high standard of bollards and locks. The Parish Council to bear the costs of the work in accordance with the quotation provided.

#### **18/112.7 To consider the issue of speeding in the Parish**

Councillors **noted** the results of the speed survey recently carried out by Essex County Council at the entrance to the Parish by the Tesco store which showed a high level of compliance by drivers with the speed limit. Thus, Essex County Council will not be looking to take any action in that area. The intention was expressed that the ongoing project to install white gates in the area will assist in reminding drivers that they are entering a residential area. It was requested that the Clerk approach the Tesco store with the request that the store repair the rumble strip on their land. It was noted that the Clerk had already approached the store regarding 3 streetlights that have not been working for some time on Tesco land.

It was further noted that resident complaints have been received regarding the speed of cars along Windermere Drive and Derwent Way. Councillors **agreed** to request that Essex County Council carry out a speed survey in that area.

#### **18/112.8 To authorise expenditure for the installation of the new Memorial Seat.**

The 'War Horse' Memorial seat has been delivered. The Clerk presented a quotation for its installation which will include the removal of the existing seat to the storage unit and the installation of grass matting and reseeding to the worn area in front of the seating area. Councillors **agreed** the quotation. A decision as to the relocation of the existing seat to be made in due course.

#### **18/112.9 To consider the issue of the vegetation and potential fencing at the storage unit**

It was noted that four out of the five pyrochanthur bushes are no longer present beside the storage unit and that the remaining bush has been cut in half. Councillors requested that the situation be monitored and reconsidered next year.

#### **18/112.10 To consider issues in relation to Stansted Airport**

##### **18/112.10.1 To receive report regarding recent meeting with representatives from Stansted Airport**

Councillor Ricci confirmed that he and the Clerk had attended a meeting with the Community Liaison team at Stansted airport. A presentation had been provided to them which showed that the recent increase of use of the flightpath over the Parish was as a result of the reworking of flightpaths in the entire south east and not just for Stansted Airport. It was demonstrated that the minimum height of air traffic over the Parish was 4,000 feet and if permitted by air traffic control could be up to 6,000 feet. New technology allows aircraft to fly more accurately and for deviations to be tracked more effectively. The airport is about to launch a consultation in relation to flightpaths. It was noted that although the criteria was that the least number of people should be overflown, this has now changed so that the airport must consider all factors and consider a variety of options to resolve issues such as sharing the burden of overflying certain areas. The airport confirmed that the consultation will be at Parish level and that they would communicate with this Parish. Councillors requested that

an update be included in the Parish magazine and that residents be kept updated of any subsequent consultation.

**18/112.10.2 To note the current position regarding planning application UTT/18/0460/FUL by Stansted Airport**

It was noted that although the application had been approved by Uttlesford District Council it has now been referred to the Secretary of State and no final decision on the issue will be made until considered at that level.

**18/112.11 To deal with issues arising in relation to the Hospital Memorial**

**18/112.11.1 To review the arrangements in relation to the recent Remembrance Service**

The feedback from those attending the event had been generally very positive. Two residents had complained that the fencing detracted from the event. It was noted that it had been far easier to manoeuvre and was preferable from a health and safety perspective to the previous fencing. It was accepted that it is visible but it was considered that no change to the arrangements are required. It was noted that the PA system did cut out at the end of the service and Councillors present commented that the sound did not travel to the back of the crowd. It was requested that advice be obtained on proper set up and use from Marks Tey Radio who provided the equipment.

**18/112.11.2 To consider issues surrounding ownership and maintenance of the Memorial**

It was noted that the Memorial is owned by a separate trust that was set up by a previous Councillor who is no longer available to assist and that other trustees were located in the USA and are not known to the Parish Council. The Clerk had obtained advice from the War Memorial Trust who highlighted legislation which enables the Parish Council to at least maintain the Memorial. Thus, the Parish Council will monitor the condition of the Memorial. The white caps on top of the posts surrounding the memorial have disappeared so action to be taken to replace them.

**18/112.12 To consider arrangements for the Torchlight Procession and Carol Service.**

The draft order of service was **approved** and will be sent for printing. Other detailed arrangements were discussed to enable final arrangements for the event to be made.

**18/113: Planning applications, Tree Preservation Orders and other planning matters.**

**18/113.1 New Applications within the Parish**

Application No.	Application	Agreed Representations
18/00298/TPO	35 Langdale, Great Notley – work to tree covered by a Tree Preservation Order	Upon considering the report of the Parish Tree Warden – <b>No objection</b>

18/01839/FUL	17 Ennerdale Ave, Great Notley – Piping and filling of ditch	It was noted that the ditch is part of the drainage system to the pond. Therefore, it was <b>agreed</b> that provided the ditch is piped in accordance with buildings regulations standards the Parish Council does not object to the application.
18/00266/TPO	88 Windermere Drive, Great Notley – work to a tree covered by a Tree Preservation Order	<b>No comment</b>

### 18/113.2 New Applications outside the Parish

Application No.	Application	Agreed Representations
18/01966/FUL	106 London Rd. Braintree - Erection of first floor rear extension and attached extension to rear	<b>No comment</b>

### 18/113.3 To note results of planning applications

The following planning results were **noted** -

Application No.	Application	Result
18/01476/FUL	Oak Lodge, London Rd. Great Notley - Proposed new cart lodge. Proposed first floor above utility room to provide an ensuite shower room to annex bedroom.	permitted
18/01524/FUL	3 Stockman Terrace, Queenborough Lane, Great Notley – proposed single storey rear conservatory	permitted
18/00244/TPO	28 Buttermere, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	refused
18/00253/TPO	75 Windermere Drive, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	permitted
18/00272/TPO	45 Derwent Way, Great Notley – work to tree covered by a Tree Preservation Order	permitted
18/01476/FUL	Oak Lodge, London Rd. Great Notley - First-floor extension over existing single-storey link. New dormer window and two roof lights to existing annex. Conversion of garage including	Granted



	an external render finish and five ground-floor windows	
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**18/114: Committee Reports**

18/114.1 District/County Update

No County Update

In relation to the District update Councillor Ricci confirmed that Braintree District Council had decided that they wish to continue to proceed with option two of the local plan and have submitted various documentation to the inspector who responded that subject to certain caveats the proposals may be workable. More information is available on the Braintree District Council website.

**18/115: Any Matters to be raised by members for the next agenda**

Meeting concluded at 9.02pm